

State Tax Commission



Michigan Certified Assessing Technician (MCAT) Organization Program Packet

On December 16, 2015, the State Tax Commission approved the opportunity for organizations, defined as associations and educational institutions, to sponsor and directly offer the Michigan Certified Assessing Technician education course. To assist organizations, this *MCAT Organization Program Packet* provides a detailed overview of the requirements of the application process.

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State Tax Commission
Michigan Certified Assessing Technician
Guidelines for Sponsoring the MCAT Course

An organization wishing to sponsor and offer a MCAT course, must complete all documents contained within this *MCAT Organization Program Packet (Organization Application, Organization Security Agreement, Instructor Agreement and Agreement to Proctor an Examination)* and submit the completed packet to the State Tax Commission. Complete packets will be reviewed and written notification of approval or denial will be provided to the organization. Incomplete or altered packets will be returned unprocessed. A denial will be accompanied by the reason for the denial. The *Student Registration Form* is to be submitted at a later date. To process a request, a complete *MCAT Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the begin date of the MCAT course.

The designated contact person for the organization will complete the *MCAT Organization Application* and the *Organization Security Agreement*. The selected instructor will complete the *Instructor Agreement*, and either the contact person for the organization or the instructor for the MCAT course may request approval to proctor the MCAT course exam at the conclusion of the course by completing the *Agreement to Proctor an Examination*.

The organization is responsible for securing a qualified instructor. Determination that an instructor is qualified to instruct an STC MCAT course falls under the purview of the STC and will be based upon the written information submitted with the *Instructor Agreement*. Organizations who would like assistance securing a qualified instructor may contact the STC.

If approved to offer the course, the contact person for the organization will be provided with an electronic version of the STC MCAT course material, hard copies of secured MCAT course exams and a sign-in sheet. As indicated in the attached *Organization Security Agreement*, the contact person for the organization is required to secure the course material and exams and agrees to distribute the MCAT course material and exams only to students who have properly and timely registered for the course specified in the *MCAT Organization Application*. MCAT courses must be offered in a classroom format providing a minimum of 20 total hours of instruction, which includes the hours allowed for examination.

The contact person for the organization must provide the STC with a copy of the completed registration form and \$50 exam fee for each student no later than three (3) weeks prior to the start date of the class. The STC is unable to offer exceptions to this deadline due to the time required to compile the secured exams and timely deliver them to the organization. Student registration forms that are not provided to the STC by the deadline will not be permitted to take the MCAT course exam. Timely submission of the student registration forms and fees to the STC is essential in ensuring the success of the course offering. The STC will provide to the contact person for the organization a secure course exam for every student whose registration is timely received.

Secure MCAT course exams and the completed course sign-in sheet must be returned to the STC by the contact person, using the overnight-mail envelope(s) provided, no later than the day after the course is completed. The STC will grade the exams and provide students with a pass/fail notification letter, appropriate MCAT course credit and assessor renewal credit. Two weeks after completion of the course, the contact person for the organization may request to be provided with an overall pass/fail rate for the course. Individuals who fail an examination must repeat the course in order to be eligible to retake the exam.

Please contact Nancy Armstrong at armstrongn@michigan.gov for assistance and information regarding sponsoring a State Tax Commission Michigan Certified Assessing Technician Course.

**State Tax Commission
Michigan Certified Assessing Technician
Organization Application**

The State Tax Commission is pleased to assist organizations, defined as associations and educational institutions, in offering a Michigan Certified Assessing Technician Course. Successful completion of the course and exam will result in the State Tax Commission issuing students MCAT certification. In order to process a request, a complete *MCAT Organization Program Packet* must be received by the State Tax Commission no less than 60 days prior to the begin date of the course.

Organization Name	
Name of Contact Person Representing the Organization	
Mailing Address	City, State and ZIP Code
Daytime Phone Number of Contact Person	E-Mail Address of Contact Person
Location where course will be held	
Date(s) MCAT Course will be held	Instructor Name
Certification: <i>I hereby certify that all the information contained within, and attached to, this Organization Application Packet is true and accurate to the best of my knowledge, information and belief. I acknowledge and agree to abide by the State Tax Commission's Guidelines for Sponsoring the MCAT Course.</i>	
Signature of Contact Person	Date

The sponsoring organization will receive writing notification of approval or denial. To obtain additional information regarding sponsoring an MCAT course, please contact Nancy Armstrong by email at armstrongn@michigan.gov.

Submit the completed MCAT Organization Program Packet to:

State Tax Commission
MCAT Course
PO Box 30471
Lansing, MI 48909

State Tax Commission
Michigan Certified Assessing Technician Course
Organization Security Agreement

Terms of Agreement:

The State Tax Commission requires that an organization that sponsors and offers a Michigan Certified Assessing Technician course utilize only State Tax Commission approved material and examinations.

As part of the preparation for offering MCAT courses, an organization may have access to restricted course information. In order to protect the integrity of the MCAT education process, organizations are prohibited from releasing any MCAT course material unless expressly allowed by the State Tax Commission and must agree to provide appropriate security of the course material and examinations throughout the process of offering the course.

State Tax Commission examinations are provided to the organization for proctoring in secure envelopes, which may only be opened by the student who is eligible to take the exam. Once the student completes the exam, the student will place the completed exam in a return envelope provided by the State Tax Commission and secure it with a confidential sticker. Exams are not to be opened by the contact person, instructor or organization. Tampering with a State Tax Commission's MCAT course examination is prohibited and may jeopardize the organization's further ability to sponsor STC courses.

Acknowledgement and Acceptance of Terms:

As the contact person for the sponsoring organization, I agree to secure the MCAT course material and examinations to the best of my ability. I agree not to distribute MCAT course material or exams to any person other than the students who have timely registered for the course with our organization. I will verify the registrants who will receive the course material and exams from our organization by providing the State Tax Commission with a copy of all student registration forms at least two weeks prior to the start date of the course. I agree that the \$50 fee per exam will be sent to the State Tax Commission for each registered student who will take the exam.

By signing below, I acknowledge the full right and authority to enter into this *Organization Security Agreement* and accept and agree, within my ability, to the terms as stated. This *Organization Security Agreement* is effective throughout the MCAT course and exam as indicated below. I also acknowledge that our organization may be removed as a sponsoring organization by the State Tax Commission and prohibited from sponsoring further State Tax Commission courses if I do not abide by the above stated terms.

Printed Name of Organization Contact Person	Title
Signature of Contact Person	Date
Date(s) MCAT Course will be held	Date of MCAT Course Exam

State Tax Commission
Michigan Certified Assessing Technician Course
Instructor Agreement

Terms of Agreement:

The State Tax Commission requires an instructor of a Michigan Certified Assessing Technician course conduct themselves with integrity throughout the teaching assignment. An appropriate professional relationship should be maintained with students both in and outside the classroom. It is the direction of the State Tax Commission that the instructor strive to establish a positive learning environment within the classroom.

Harassment and/or discriminatory behavior within the classroom based on race, ethnicity, sex or physical disability is expressly prohibited. The instructor is expected to actively discourage such behavior from occurring within the classroom and directly report such behavior to the State Tax Commission.

Only State Tax Commission approved course material and examination may be utilized in the classroom when conducting an MCAT course. Additional material must be pre-approved by the State Tax Commission. The MCAT course must be offered in a classroom format providing a minimum of 20 total hours of instruction, which includes the hours allowed for examination.

As part of the preparation for an MCAT instructor assignment, the instructor will have access to restricted course material and information. To protect the integrity of the education process, the instructor is prohibited from releasing and MCAT course information unless expressly allowed by the State Tax Commission.

Acknowledgement and Acceptance of Terms:

By signing below, I acknowledge the full right and authority to enter into this *Instructor Agreement* and accept and agree, within my ability, to the terms and conditions as stated. This *Instructor Agreement* is effective for the course and date(s) indicated below. I also acknowledge that I may be removed as an instructor for State Tax Commission courses and may be prohibited from providing further instruction for STC courses if I do not uphold the terms as stated within this *Instructor Agreement*.

Printed Name of Instructor	Assessor Certification No. R-	Certification Level
Signature of Proctor		Date
Date(s) of MCAT Course	Date of MCAT Course Exam	
Please Submit the Following Documentation with this Instructor Agreement: Current resume: Yes ____ No ____ (If no, indicate the reason) List of courses I have instructed in the last five years: Yes ____ No ____		

State Tax Commission
Michigan Certified Assessing Technician Course
Agreement to Proctor an Examination

Terms of Agreement:

In order for an organization to proctor a State Tax Commission MCAT exam, the approved proctor must agree to assume responsibility for the security of the MCAT course exams by completing the *Agreement to Proctor an Examination*. MCAT exams may be proctored by the contact person for the organization or by the approved instructor for the course.

An exam packet is provided to the contact person of the organization. The exam packet will include; instructions for the proctor, instructions for the students, a sign-in sheet and individual secure exam envelopes for each student whose registration and payment was timely received by the STC. The individual secure envelopes may only be opened by the student who is eligible to take the exam. Once the exam is completed by the student, the student will place the completed exam in the return envelope provided by the STC and secure it with a confidential sticker. Secure exams may not be opened by the contact person, instructor or organization. Tampering of secure MCAT course exams may jeopardize the organization's further ability to sponsor STC courses and may result in further action by the State Tax Commission. Secured MCAT exams are required to be returned to the STC by the contact person no later than the day after the course is completed.

Acknowledgement and Acceptance of Terms:

As part of the preparation for proctoring an examination, I will have confidential exam information in my possession. To protect the integrity of the MCAT exam, I acknowledge that I am strictly prohibited from opening or reviewing the exams and agree to maintain the security of the exams during my proctor.

By signing below, I acknowledge the full right and authority to enter into this *Agreement to Proctor an Examination* and accept and agree, within my ability, to the terms and conditions as stated. This *Agreement to Proctor an Examination* is effective for the course and dates below. I also acknowledge that I may be prohibited from providing further instruction or proctoring of exams for State Tax Commission courses if I do not uphold the terms as stated within the Agreement.

Printed Name of Contact Person	Printed Name of Instructor
Name of Person Proctoring the Exam	Signature of Proctor
Date Signed	Name of MCAT Course
Date(s) of MCAT Course	Date of MCAT Course Exam

**State Tax Commission
Michigan Certified Assessing Technician Course
Student Registration Form**

The State Tax Commission is pleased to offer a Michigan Certified Assessing Technician (MCAT) Course through the **insert organization name** on **insert dates** at **insert location and address**.

Students who attend the MCAT course **and** successfully pass the MCAT course examination with a score of 75% or higher will be issued MCAT certification and assessor continuing education credit for the current assessor renewal cycle.

You may register for the course by submitting a completed registration form to **insert organization name** no later than **insert deadline date**. Late registration, registration at the door and auditing of the MCAT course is not permitted.

By signing below you acknowledge that all MCAT course material you receive from the sponsoring organization may not be published, broadcast, rewritten or redistributed in whole or part without the express written permission of the State Tax Commission.

To obtain additional information regarding MCAT certification, please visit the State Tax Commission's website at www.michigan.gov/statetaxcommission.

Applicant Name	
Street Address	City, State and ZIP Code
Daytime Phone Number	E-Mail Address
Name of Sponsor Organization	Date(s) of MCAT Course
Location of MCAT Course	Instructor Name
Amount of Enclosed Course Payment \$	Amount of Enclosed STC Exam Fee (\$50 required) \$

Submit the completed registration form and required payment to:
(Make checks payable to **insert organization name**)

Insert Organization Mailing address